

Chapter 1 Concepts

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OVERVIEW

The establishment and maintenance of vendor information is necessary to assure the availability of registered vendors for the competitive bidding process. As a result of the bidding and award processes, bidding activity and award history are maintained for each vendor in order to determine the performance and activity of all vendors. The activity of special vendor groups such as small, minority and woman-owned businesses is also determined in the same manner.

Common Vendor Table

The purposes of the Common Vendor Table are:

- To create and maintain vendor header records
- To maintain vendor main and remit to address
- To maintain other data common to the Central Accounting System (GFS)

Common vendor table is the reference point for vendor data required for establishing vendors in AGPS and GFS. Additional vendor data for purchasing vendors is maintained on the following tables.

Vendor Header Table

The purposes of the Vendor Header Table are:

- To maintain vendor reference data records for processing in AGPS
- To establish and maintain vendor business data in AGPS
- To accumulate and maintain vendor performance data in AGPS
- To accumulate and maintain vendor award data in AGPS

Vendor header table is the reference point for additional vendor data required for processing in AGPS.

Vendor Address Table

The purposes of the Vendor Address Table are:

- To create and maintain vendor address reference data for processing in AGPS

Vendor address table is the reference point for vendor address data required for processing solicitations, orders and contracts in AGPS.

**Vendor Award
Table**

The purposes of the Vendor Award Table are:

- To create and maintain vendor award data relating to purchase order awards in AGPS

Vendor award table is the reference point for all vendor award actions in AGPS.

**Vendor Complaints
Table**

The purposes of the Vendor Complaints Table are:

- To create and maintain complaints against a vendor relating to performance/non-performance of an order

Vendor complaints table is the reference point for all complaints recorded against a vendor in AGPS.

Vendor Complaint**Resolution Table**

The purposes of the Vendor Complaint Resolution Table are:

- To record and maintain resolution of complaints against a vendor relating to performance/non-performance of an order

Vendor complaint resolution table is the reference point for resolution of all complaints recorded against a vendor in AGPS.

Vendor Enrollment**Table**

The purpose of the Vendor Enrollment Table is:

- To record and maintain vendor enrollment fee information for the Office of State Purchasing's bid list.

Vendor enrollment table is the reference point for all enrollment fee information.

Vendor Notes**Table**

The purposes of the Vendor Notes Table are:

- To record and maintain data/information relating to a vendor, i.e., complaint action information, vendor performance, vendor response to inquiry, etc.

Vendor notes text is maintained within AGPS and is not used to print on any document or report.

Terminology

The following terms are used throughout this unit:

Action Code. This term is used to refer to a code used to identify the resolution action taken to resolve a listed vendor complaint.

Address Type. This term is used to refer to a code used to identify the vendor address, i.e., general correspondence, solicitation, order, remittance, etc., for AGPS processing.

Affirmative Action. This term is used to refer to a code used to identify vendor compliance with an affirmative action program, if it exists.

Award Type. This term is used to refer to a code used to identify the type (document type) of award action processed to a vendor.

Bid Document Type. This term is used to refer to a code used to identify the type (document type) of bid action processed to a vendor.

Business Ownership. This term is used to refer to a code used to identify the vendor business ownership, i.e., small, small minority, woman owned, etc.

Business Type. This term is used to refer to a code used to identify the vendor business type, i.e., retailer, wholesaler, etc.

Casual Vendor. This term is used to refer to a vendor that has been entered into AGPS for processing of bids. Add of vendor business data and change of status to active must be processed before award may occur for this vendor.

Certified. This term is used to refer to a vendor that has met all criteria for certification as a small, minority or woman owned business.

Complaint Code. This term is used to refer to a code used to identify the type of complaint action processed within AGPS.

Complaint Number. This term is used to refer to a locally assigned number used to identify a complaint action within AGPS.

Contact Person. This term is used to refer to the person identified as the point of contact for any actions involving the subject of that record, i.e., vendor, agency, etc.

Contact Phone. This term is used to refer to the phone number of the contact person.

Contact Position. This term is used to refer to the position of the contact person.

DBA Name. This term is used to refer to Doing Business as Name for a vendor.

Ethnicity. This term is used to refer to a code used to identify the vendor ownership ethnicity, i.e., Asian American, American Indian, Alute, African American, etc.

Expiration Date. This term is used to refer to the date a suspension or debarment expires.

Fee Expiration Date. This term is used to refer to the vendor's enrollment expiration date.

FEIN/SSAN. This term is used to refer to the Federal Employer Identification Number or Social Security Account Number used to identify a vendor within AGPS.

Formal Solicitation. This term is used to refer to a solicitation which usually requires a sealed bid, i.e., ITB, RFP, SSP, MST.

FYTD. This term is used to refer to Fiscal Year To Date.

Gross Revenue. This term is used to refer to a code that relates to a dollar amount range used to identify the gross revenue amount of a vendor within AGPS.

Informal Solicitation. This term is used to refer to a solicitation which usually does not require a sealed bid, i.e., RFQ, TEL, RFI.

Master Return Code. This term is used to refer to a code used to identify the condition of a bid response or lack thereof, i.e., acceptable, with exceptions, etc.

MTD. This term is used to refer to Month To Date.

Organization Type. This term is used to refer to a code used to identify the vendor organization type, i.e., corporation, sole owner, etc.

QTD. This term is used to refer to Quarter To Date.

Resolution Code. This term is used to refer to a code used to identify the resolution results of a listed vendor complaint.

Severity. This term is used to refer to a code used to identify the severity or seriousness of a complaint lodged against a vendor.

Suspend/Debar Type. This term is used to refer to a code used to identify the type of suspense/debar action taken against a vendor.

T-Number. This term is used to refer to a code used to identify the grouping or type of contract, i.e., janitorial services, building supplies, etc.

Vendor Notes. This term is used to refer to a text record available to the user for recording notes/information relating to that vendor in AGPS.

Vendor Number. This term is used to refer to an eleven position code used to identify a vendor and vendor location within AGPS.

Vendor Type. This term is used to refer to a code used to identify the type of vendor, i.e., services, construction, consulting services, etc., within AGPS.

Key Concepts

Overview

Vendors are one of the fundamentally chief components of the purchasing process. As providers of commodities and services, vendors are a major participant in every procurement. As such, managing vendor information in AGPS is extremely important to the success of the overall purchasing process. Vendors register in AGPS to include basic business characteristics and the items and services they wish to supply. This information is used to develop bid lists and solicit bids from vendors. Bids are submitted by vendors, recorded in AGPS and evaluated. Vendors are selected for award of contracts and orders. The delivery of items or services is recorded in AGPS and invoices are processed. The cycle is completed by approving payment to the vendor.

Vendor Information

Categories

Vendor information processing in AGPS can be categorized into: vendor generated data and AGPS generated data. Vendor generated data describes that data submitted by the vendor during the registration process, the bid recording process and the performance period. AGPS generated data describes that data created, summarized or induced by AGPS. It includes vendor bid lists, vendor bid history, vendor order and contract awards, vendor award history and vendor performance information.

Basic Business

Data

Vendor data is recorded and managed in vendor tables known as Header and Address tables. The Common Vendor Table is used to establish basic vendor data common to AGPS and GFS. The Vendor Header Table is used to record and maintain business information which includes company size in number of employees and revenue, type of business, ownership and organization, location, state of incorporation and ethnicity of owners/management. The Vendor Address Table maintains purchasing addresses of each vendor for various purposes such as mailing general correspondence, solicitations, orders and remittances.

History and Performance

Data

The complete history of vendors bidding practices and awards made to vendors is maintained by AGPS at the vendor level. Complaints against vendors are recorded in the Vendor Complaints Table. The Vendor Complaint Resolution Table documents the disposition of complaints against vendors.

Vendor Notes

The Vendor Notes Table provides a free-form text area for recording any informal information about a vendor. This information does not print on any document.

Vendor**Commodity/Service****Registration**

As a part of the vendor registration process, the state provides vendors a list of commodity/service classes and subclasses used by the State. Vendors select those classes and subclasses they provide. Additionally, vendors identify those areas in the State to which those commodities/services can be delivered. This information is recorded in AGPS and becomes the basis for AGPS generated bid lists.

Management

Vendor information processing is an excellent management tool to ensure qualified and registered bidders are participating in the purchasing process. Conversely, deserving vendors may be suspended from future purchases. All vendor information including current status and history is available on-line to authorized users to support future purchasing actions and respond to inquiries.

**Discussion of
Transactions****Common Vendor****Table (VENC)**

The Common Vendor Table screen is used for establishing a vendor in AGPS and GFS. The VENC transaction will be used to add basic information such as the vendor number, general address, remittance address and some business profile information.

Vendor Header**Table****(VEND/VEN2)**

The Vendor Table screens (VEND) and (VEN2) are used for adding and maintaining additional vendor business data for all AGPS vendors.

Vendor Address**Table (VADR)**

The Vendor Address Table screen is used for adding and maintaining vendor address record(s) within AGPS. Address records for mailing solicitation and orders are identified by address type code(s). This table is the reference point for all purchasing vendor address requirements for processing in AGPS.

Vendor Award**Table****(VAWD/VAW2)**

The Vendor Award Table screen is used for inquiry of vendor award data. This table is used by various AGPS batch processes for recording and maintaining vendor award data.

Vendor Complaint**Table****(VCO2/VCO3)**

The Vendor Complaint Table screen(s) is used for recording and maintaining complaint action against a vendor for an award action. Data, such as, vendor number, complaint number, order/contract number, complaint code, complaining agency code, etc., is recorded and maintained within this table. This table is the reference point for all complaint activity for a vendor.

Vendor Complaint**Resolution Table****(VRES)**

The Vendor Complaint Resolution Table screen is used for recording and maintaining complaint resolution action for complaints recorded against a vendor for an award action. This table is the reference point for all complaint resolution activity for a vendor complaint.

Vendor Enrollment

Table (VROL)

The Vendor Enrollment Table screen is used for recording and maintaining vendor enrollment fee information in AGPS. The net total of all current enrollment fee records is used to update a vendor's fee expiration date for the Office of State Purchasing's bid list.

Vendor Notes

Table

(VNTE)

The Vendor Notes Table screen(s) is used for recording and maintaining vendor notes within AGPS. Standard text screen processing functions are used.